

## RCCP Board Meeting Minutes

Wednesday 31<sup>st</sup> March 2021, 10:00am – 1:00pm

*Remote Video Call*

<u>Present:</u>	<u>Referenced:</u>
<p><b>Paul Burgess (PBU)</b>, Chair, Director  <b>Gillian Adams (GA)</b> Director, Vice Chair and HR and Finance Committee Chair  <b>Mark Rawden (MR)</b> Interim CEO  <b>David Mead (DM)</b> Treasurer, Director  <b>Joy Tweed (JT)</b> Director, Education and Professional Standards Committee Chair  <b>Lizanne Steenkamp (LS)</b> Education and Professional Standards Officer  <b>Amanda Orchard (AO)</b> Director</p> <p><i>Observers/RCCP Staff Members:</i>  <b>Zoey Harries (ZH)</b> Office Manager</p>	<p>John Stevens (JS), AHCS Chair  Janet Monkman (JM), AHCS CEO &amp; Registrar</p> <p style="text-align: center;"><u>Apologies</u></p> <p>Peter Bill (PB) Advisor to the Board</p>

Item:	Agenda Item:	Details:
1	<b>Welcome and Introductions</b>	Welcome and thanks to everyone for their continued support and hard work.
2	<b>Apologies</b>	PB
3	<b>Declaration of Interests</b>	None
4	<b>Minutes of last meeting</b>	December Board Minutes accepted.
	<b>Action (ZH):</b>	Upload meeting minutes on the RCCP website.
5	<b>Action Log</b>	Outstanding Actions reviewed and updated.
	<b>Action (MR):</b>	To provide an overall project plan detailing all the merger actions.
6	<b>Matters arising (not covered elsewhere)</b>	None
7	<b>Correspondence</b>	None
8	<b>Chair Report</b>	<b>Merger Update</b>  The NED's will be having one to one's with JS on 12/04/21.

		<p>PBU advised that he will continue to oversee the process for the integration with the AHCS up until the point when the legal agreements are signed. After this he will leave by agreement.</p> <p>PSA in support of the RCCP merger with AHCS.</p> <p><b>AR Revised Annual Consultation</b></p> <p>The future of the accredited registers is in discussion. The accredited registers are meeting to discuss. PBU will keep Board and The PSE committee up to date with final recommendations.</p>
9	<p><b>Vice Chair Report</b></p> <p><b>Future Actions:</b></p>	<p>GA presented a report detailing Board Effectiveness in the following areas:</p> <ul style="list-style-type: none"> <li>• <b>Strategic Leadership</b> <ul style="list-style-type: none"> <li>- RCCP Board to influence setting the strategic vision in partnership with AHCS Board.</li> <li>- A new Engagement Strategy is required that looks at the best ways of informing and working with Consider Registrants, Patients and Staff.</li> </ul> </li> <li>• <b>Board Composition and Culture</b> <ul style="list-style-type: none"> <li>- EDI awareness training for RCCP Board</li> <li>- Ensure EDI is prioritized with clear operational plan. Better understanding of EDI issues in relation to registrants and clinical physiology</li> <li>- New database might help with registrants data collection.</li> <li>- RCCP induction pack for AHCS &amp; all RCCP Board</li> <li>- Clear governance &amp; NED roles post transition</li> </ul> </li> <li>• <b>Meetings and Governance</b> <ul style="list-style-type: none"> <li>- Improve the system for capturing board actions and ensuring appropriate follow-up</li> <li>- Improve communication outside Board meetings</li> </ul> </li> <li>• <b>Effectiveness, Performance and Reporting</b> <ul style="list-style-type: none"> <li>- Board to set clear performance targets linked to its strategy.</li> </ul> </li> <li>• <b>External Relationships and Partnerships</b> <ul style="list-style-type: none"> <li>- Ensure external relationships receive strong focus in new organization with well-developed marketing and communications plan to all stakeholders</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- Improving links with professional Associations and Bodies.</li> <li>- Agree future of the Advisory Council</li> </ul> <p>PBU thanked GA and advised that we have seen great progress and that we have a very comprehensive plan ahead.</p>
10	<p><b>Treasurer's report</b></p> <p><b>Decision:</b></p> <p><b>Action (Board):</b></p> <p><b>Action (DM):</b></p>	<p>DM summarised the finance reports.</p> <p>The annual unaudited financial statements show a profit for the year.</p> <p>The Board approve the annual accounts.</p> <p>To sign and date the Board Resolution Minute circulated with the papers and return to DM and ZH.</p> <p>DM to submit Accounts on behalf of Board.</p> <p>Three Months Management Accounts show a loss, although it is a positive variance against the allocated budget. RCCP will be receiving the majority of income April/May 2021 time. Merger project costs noted, including the additional hours worked by NED's.</p> <p>At the end of February, RCCP still has a robust balance sheet ahead of the April renewal fee collection.</p> <p>A revised budget was reviewed, which included additional fees from the new CEP Modality, unchanging registration fees and exceptional Academy merger fees.</p> <p>Exceptional costs expected for legal and professional fees, NED extra days worked and renew fee reimbursement.</p>
11	<p><b>Interim Registrars Report</b></p> <p><b>Actions (MR):</b></p>	<p>MR provided an update on the 2019 CPD audit and discussed the CPD audit for 2021.</p> <ul style="list-style-type: none"> <li>• To discuss the 2021 CPD audit with JM and LS and advise on whether it will go ahead following COVID-19.</li> <li>• To provide a written Registrar report for the next meeting.</li> </ul> <p>MR Presented a Legal and Admin Support Proposal to the Board for Agreement. ZH Stepped out of the meeting.</p>
12	<p><b>Risk Registers</b></p>	<p>Updated Risk Registers discussed. Minor changes to be made to the RCCP Risk Register.</p> <p>New risk to be added to cover non-workplace risks (mental and physical health) to the risk register.</p>

	<b>Action (GA)</b>	GA to discuss risks with JM.
<b>13</b>	<p><b>Interim CEO Report and Update on AHCS Collaboration</b></p> <p><b>Actions (MR):</b></p> <p><b>Actions (Board):</b></p> <p><b>Actions (Task Group Leads):</b></p>	<p>Positive progress reported in terms of the merger and completion by 1 June 2021 as scheduled.</p> <p>Actions to be added on Wrike.</p> <p>To review 'Main Agreement' with the AHCS next Wednesday and sign a pre-agreement (conditions president).</p> <p>It was noted that a letter of intent is no longer required.</p> <p>To disseminate updates to the Board.</p>
<b>14</b>	<p><b>Communication and Engagement</b></p> <p><b>Action (ZH):</b></p>	<p>Engagement report discussed and reviewed.</p> <p>A communication regarding the merge will go out to the public next week, including a FAQ supporting document.</p> <p>Official Communication to be sent to NHS/Professional Bodies, Education Institutions and registrants.</p> <p>NDA feedback and completion of form required before each party signs agreement.</p> <p>Follow-up receipt.</p>
<b>15</b>	<b>Professional Standards and Education Committee</b>	<p>Meeting has been on hold due to the merger talks.</p> <p>To be arranged for 6/8 weeks time.</p>
<b>16</b>	<b>AOB</b>	None
<b>17</b>	<b>Date &amp; time of next meeting</b>	Interim meeting to be arranged for third week of May 2021.